



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE INSURANCE RATE ANALYST

\$4,711 - \$5,900

CDI WILL ALSO CONSIDER INSURANCE RATE ANALYST

\$3,168 - \$4,906

RATE REGULATION BRANCH SAN FRANCISCO

RESPONSIBILITIES:

Under direction of the Bureau Chief, the incumbent prepares analyses, compilations, and summaries of insurance rates. Typical duties will include but are not limited to: review and analyze rate filings containing rates, rating plans, rating systems, manual rules and policy forms to determine completeness and accuracy of data, impact on rates, appropriateness of forms, and compliance with California Insurance Code and California Code of Regulations; effectively communicate with insurers and other departmental staff to gather information and research issues; finalize worksheets and prepare recommendations; assist the team leader in maintaining organizational and operational functions for the assigned team; complete individual projects or assist in group projects as assigned by the team leader or the Bureau Chief; and other related duties as required. This is an opportunity to work at a state agency focused on consumer protection. New hires receive on the job training in the details of the rate approval process.

DESIRABLE QUALIFICATIONS:

- Understand mathematical algorithms and be able to use statistical methods and various computer application programs
- Ability to gather and analyze data, reason logically, draw valid conclusions and prepare reports.
- Ability to communicate effectively, both oral and written
- Ability to develop effective working relationships with all levels of staff
- Willingness to pursue professional enhancement activities by acquiring and maintaining an advanced working knowledge of insurance products, laws, practices, and procedures through independent study and continuing education courses
- Familiarity with Proposition 103 prior approval lines.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Insurance Rate Analyst and Associate Insurance Rate Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. **All applicants must**

6/16/15 LH

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION..



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clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility on the state application.

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#), and proof of meeting the minimum qualifications of the classification to Lynda Harris, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **If applying for the Associate Insurance Rate Analyst positions, please indicate “413-219-4438-008” and “413-226-4428-080” on your application. If applying for the Insurance Rate Analyst positions, please indicate “413-219-4441-XXX” and “413-226-4441-XXX” on your application. Applications must be postmarked by the final filing date to be considered.**

For additional information, please contact Lynda Harris at (916) 492-3316 or email Lynda.Harris@insurance.ca.gov.

FINAL FILING DATE: UNTIL FILLED

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list.

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